



FREMONT PLANNING BOARD

November 7, 2007

Meeting Minutes

Approved November 14, 2007

Present: Chairman Larry Stilwell, Co-Chairman Roger Barham, Members Mark Pitkin and Leon Holmes, Jr. , Member and CC Rep. Jack Karcz, RPC Circuit Rider David West, and Land Use AA/Recording Secretary Meredith Bolduc.

Alternate Scott Barham joined the meeting at 7:30 pm and Mr. Stilwell appointed him as a voting member for this meeting.

Mr. Stilwell called the meeting to order at 7:00 pm.

MINUTES

The minutes of the October 10, 2007 were not addressed as there were not enough members present who were at that meeting. They will be addressed at the next meeting.

Mr. Karcz made the motion to approve the minutes of the October 24, 2007 meeting as written. Motion seconded by Mr. Barham with favorable vote except for Mr. Pitkin who abstained as he was not present at that meeting.

COPP-HUTCH – KENNISTON LANE

Map 2 Lot 151-5

Mr. Stilwell reported that the Board has received project reports of September 17 and October 16, 2007 from Louis Caron of LC Engineering relative to the completion of Kenniston Lane. In his October 29, 2007 correspondence Mr. Caron stated that Road Agent Guerwood Holmes conducted the final observation of the pavement that has been placed for the roadway and crushed gravel placed for the shoulder leveling and informed Mr. Caron that this work was completed to his satisfaction. Mr. Caron related that the roadway construction is complete to his satisfaction, the roadway construction bond can be “retired” and a town roadway maintenance bond put in place. Also received was a note from Heidi stating that the final engineering invoices have been paid and requesting that the Board consider recommending the release of all but \$5,000 to be maintained for a 2 year maintenance bond. It was ascertained that there is a \$22,400 bond in place at this time. Mr. Stilwell noted that the original bond was \$116,130 and rounding that off using the 5% is \$5,800. Subdivision Article IV Section C states in part “ *The town will require a maintenance guarantee covering the maintenance of public roads and other public improvements for a period of two (2) years from the date of completion, in an amount of*

no less than ten percent (10%) nor more than twenty percent (20%) of the improvement costs."

Mr. Stilwell stated that the Board is in receipt of a November 5, 2007 correspondence from Road Agent Guerwood Holmes stating that he is comfortable with retaining a road bond of \$5,800 (5%) for Kenniston Lane.

Mr. Karcz and Mr. Stilwell stated that they were reluctant to require only 5% of the bond be retained when the regulations call for not less than 10%. The members agreed that in this case retaining 20% would not be necessary, but they would not be comfortable with recommending allowing less than 10% as per the Subdivision Regulations under which the Copp/Hutch subdivision was approved. It was agreed that this is not a precedence the Board wants to set.

After the Board reviewed and discussed the information presented, Mr. Karcz made the motion to approve and recommend retaining 10% of the original maintenance bond and release the balance of what is left for the 2 year maintenance bond for Kenniston Lane.

Motion seconded by Mr. Barham with unanimous favorable vote.

10% of the original \$116,130 = \$11,613 recommended to be retained for the 2 year maintenance bond for Kenniston Lane.

Mr. Barham suggested that the owner should be reminded that according to the Subdivision Regulations the Town could retain as much as 20%.

SIMON ACKERMAN

Map 2 Lot 062

2 Lot Subdivision

Mr. Stilwell stated that at the October 24, 2007 meeting the Board signed the mylar for the recently approved 2 lot subdivision for Map 2 Lot 062. Although DK Engineering had the plan pre-approved at the Registry of Deeds, they did not fix a shading issue on the mylar so it was rejected due to shading problems. A new mylar has been pre-approved by the Registrar and submitted to the Board for signatures and recording. The Members signed this mylar which will be recorded within three business days.

GOVERNOR'S FOREST

Map 3 Lot 002

The Board received and reviewed a September 19, 2007 progress report from Louis Caron of LC Engineering for Governor's Forest which related that the final 1" HBP Wearing Course along Linda Lane from RT 107 to sta 1+15 (intersection with Tarah) and Tarah Way in its entirety has been done and that a full 24' of wearing course was placed throughout except for the first 150' of Linda Lane which was paved wider as the road approached the state highway.

ROBERT AND MICHAEL DUDLEY

MAP 1 LOT 048-7

Mr. Karcz removed himself as a Board Member for this case as he is an abutter to the subject property.

The Board received a ZBA notice of November 20, 2007 Public Hearing for Robert and Michael Dudley for a Special Exception request to Article IX Section H of the Fremont Zoning Ordinance to allow grading and leveling of their property closer than 100' to a wetland. The Board also received a comment sheet from the ZBA and an October 15, 2007 correspondence from the Michael Dudley requesting a referral from the Planning Board to the ZBA as required in Article IX Section H. After some discussion by the Board it was agreed that there is no comment for the comment sheet.

Mr. Holmes made the motion to issue the requested referral.
Motion seconded by Mr. Pitkin with all voting in the affirmative.

BUDGET

The Board received and reviewed the general ledger expenditure report through November 1, 2007. The office supplies showed a minus \$309.48 because the \$650 transfer from the professional services line had not yet taken place.

ROCKINGHAM PLANNING COMMISSION

The Board received a copy of an October 1, 2007 correspondence from RPC to the Selectmen relative to Fremont's 2008 dues. According to the letter, the cost is calculated based on the NH Office of Energy and Planning population estimate from 2006 of 4,159 and a .90 per capita. This dues rate is an increase from the previous rate of .85 which was held since 1998. The total increase is \$279.00 over last years' dues of \$3,464.00.

Mr. Karcz made the motion to recommend to the Selectmen the payment of the requested amount of \$3,743.00 to RPC for Fremont's dues.
Motion seconded by Mr. Barham with unanimous favorable vote.

IMPACT FEE STUDY

Mr. Stilwell reported that Board has received a correspondence from Planning Consultant Bruce Mayberry stating that he has looked over Fremont's 1998 Master Plan and the 2007-2012 CIP as requested and offered the following comments:

Probably Supportable:

Public safety (police and fire)

*Depends on original capacity assumptions and service population assignable to expanded facilities
May be able to include a share of capital equipment costs such as fire apparatus*

Library (it appears that there may have been a recent expansion - bonded debt indicated)

Fee potential will depend on what future population the library is designed for - funds can be recouped from impact fees and applied to outstanding bonds.

School Fee Update (4 years have elapsed since the original report I prepared for the school fees)

*Costs, capacities, enrollment per unit and anticipated facility plans should be updated
The fee could be expanded to include high school capital costs in the event Fremont joins a co-op or adds a local HS.*

Other Facility Categories:

Roads

A possibility if the Town has a long-term plan for road reconstruction of major Class V highways. Nothing in the CIP indicates that this is the case.

Recreation

A possibility when the community has, or will construct adequate recreation facilities to serve population growth. The CIP contains no recreation projects, so it is probably not a good area for impact fees unless the Town has already made some major investments sufficient to handle future demand for rec. facilities.

I would suggest that, if the Town wishes to review expanding and updating its impact fees, that we look first to public safety facilities, the library, and an update of the school fee. This could probably be done for an approximate scope of about \$10,000 if the Town is looking for a budget estimate.

Mr. Mayberry has offered that, if necessary, the Board can consider scheduling a meeting with him to review options.

There was a conversation relative to the current impact fees for the school and possible impact fees for some Town entities.

CTAP

Mr. Stilwell reported that the Board has received a brief questionnaire on the Community Assessments Program from Chris Cabot, CTAP Project Assistant. Mr. Cabot related that many of the programs from Year One of CTAP have been rolled out, and they would like to solicit some feedback on how we feel these programs have been implemented. These results will be presented in an evaluation report and be used by the NH DOT to improve the upcoming years' programs. The same questionnaire was received by other boards.

Mr. Stilwell stated that since the report has not been completed by Mr. West the questionnaire cannot be completed and will be addressed at the next meeting.

ZONING AMENDMENTS

Signs:

The Board reviewed a draft sign ordinance that was submitted by David West as requested at the last meeting. There was a discussion relative to sign types, size and location as follows:

Wall signs: It was agreed that wall signs would be allowed in the Village, Commercial Highway and Corporate Commercial, wall signs with changeable copy are limited to 50%.

Window Signs: located within 12 "of the face of a window, may cover up to a maximum of 24 sq ft or 15% of each window area, whichever is less. Permitted districts to be determined.

Awning signs: may be located in the Corporate Commercial, Commercial Highway and Village districts. Signs on awnings shall only be located on the skirt of vertical face and may only be a maximum of 1 floor high; awning signs shall not exceed 12 sq. ft.

Projecting signs: extends beyond the building by 12"; may be located in the Corporate Commercial, Commercial Highway and Village districts.

Suspended and hanging signs: may be located in the Corporate Commercial, Commercial Highway and Village districts. (size to be discussed and determined)

Monument signs: One monument sign per parcel; may be located in the Corporate Commercial,

Commercial Highway and Village districts. (size to be discussed and determined)

Free standing post signs: may be located in the Corporate Commercial, Commercial Highway and Village districts. (size to be discussed and determined)

Pole signs: will be further discussed (districts, size to be discussed and determined)

Multi-tenant signs: 1 multi-tenant sign may be located on each major street frontage, with an entrance to the property; maximum area of 70 sq ft in the Corporate Commercial and Commercial Highway districts and 50 sq ft in the Flexible Use Residential and Village districts, 12' high maximum.

Residential Subdivision Signs: One per subdivision; (size to be discussed and determined)

Additional Sign Standards: setbacks to be 10' from side and rear property lines and outside of the Town or State right-of-way.

Lighting: some illuminated by external lights what are shielded and downward facing. Mr. West will modify this section and present it to the Board again for the next discussion.

It was agreed that there will be definitions for all of the permitted signs and also a separate definition section.

The Board previously agreed, that Special Event signs, Seasonal signs, and Temporary Window signs will be authorized without a sign permit with restrictions.

It was agreed that Mr. West would incorporate all suggestions in the "signs ordinance draft" and the Board will continue to review it at the next meeting.

MASTER PLAN

Community Facilities

Mr. West reported that he has drafted a letter to all dept heads advising them that the Planning Board, with the assistance of RPC, is currently working on an update of the Community Facilities chapter of the Town's Master Plan. He attached an inventory sheet and requested that each department prepare short answers to the questions and return the sheet to Meredith Bolduc in the Land Use Office by November 30, 2007. The deadline for Community Facilities chapter has been extended to December 31, 2007.

Matthew Thomas has agreed to draft update to the Historical Resources chapter and Renee King has agreed to draft an update to the Recreation chapter.

Mr. Stilwell stated that the Master Plan is moving forward as follows:

1. The Board has agreed to update the Land Use Chapter of the Master Plan through the RPC Targeted Block Grant awarded for 2007.
2. The Board has agreed to update the Housing Chapter of the Master Plan with funds supplied through the Community Technical Assistance Program (CTAP) if that grant is awarded.
3. The Natural Resources Inventory chapter text is finished except for some history on the Glen Oakes property and maps are in the process of being updated so it can be added to those chapters for approved by the Board at a Public Hearing.
4. The Historical Resources chapter will be ready for approval and can be added to those chapters for approved by the Board at a Public Hearing.
5. The Recreation chapter will be ready for approval and can be added to those chapters for approved by the Board at a Public Hearing.

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6. The Transportation Chapter: Mrs. Bolduc reported that Glenn Greenwood, Senior Planner with RPC has been contacted relative to having the contract agreement drawn for updating the Transportation Chapter of the Master Plan, requesting use of the available matching transportation funds.
7. Mr. Stilwell noted that Mr. West is still working on the Community Facilities Chapter, the deadline for which has been extended to December 31, 2007.

CORRESPONDENCE

1. Notice of the November 29, 2007 information session entitled “Consequences of Land Use Policy: Why and How NH Communities Can Grow Smart” put on by Donahue, Tucker & Ciandella, PLLC.

Mr. Karcz made the motion to adjourn at 10:00 pm.

Motion seconded by Mr. Pitkin with unanimous favorable vote.

Respectfully submitted,
Meredith Bolduc, Secretary